



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 29.1

Subject: Monitoring and Conducting Fire and Occupational Safety Inspections in Youth Development Centers

Supersedes: DCS 29.1, 05/01/03

Local Policy: No

Local Procedures: No

Training Required: Yes

Applicable Practice Model Standard(s): Yes

Approved by:

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Application

To All Youth Development Center Superintendents, Youth Development Center Employees, Facilities Safety Officers and Director of Facilities and Support Services and Employees

Authority: TCA 37-5-101; TCA 37-5-102

Policy

The youth development center superintendents shall require the facilities safety officer to review weekly inspections and perform monthly inspections of fire and emergency equipment to ensure compliance with federal, state and local fire codes. The facilities safety officer, in coordination with the DCS Facilities and Support Services Division, shall also facilitate an annual inspection by the state fire marshal.

Procedures

A. Role of the facilities safety officers

1. Employees will be trained in fire safety and fire codes prior to taking the facilities safety officer position. They shall receive forty (40) hours of initial fire safety training in their first year and another twenty-four (24) hours of safety and fire related training each year thereafter.
2. This training shall cover:
 - ◆ Fire safety issues,

- ◆ Hazardous chemical control,
- ◆ Job safety, and
- ◆ Relevant DCS policies and American Correctional Association (ACA) standards, or other related studies.

3. The facilities safety officer shall:

- a) Be notified immediately of all incidents pertaining to fire and occupational safety (fires, spills, etc.), especially those that involve physical injury and/or property damage occurring at the facility.
- b) Conduct an investigation of the incident and forward the investigative report to the facility superintendent and central office facility safety officer no later than ten (10) working days after the incident occurred.
- c) Have available all current *National Fire Protection Agency (NFPA)*, *Occupational Safety and Health Administration (OSHA)*, *1999 Southern Building Codes* and manuals and Department of Children's Services Policies and Procedures that pertain to conducting fire and safety inspections.
- d) Be responsible for revising and updating the manuals when new information becomes available in order to accurately conform with new and revised NFPA codes, OSHA Standards and DCS Policies and Procedures.

**B. Conducting
weekly fire and
occupational/
safety inspections**

1. The YDC superintendent shall designate employees to inspect specific locations over which their department, unit, or security shift maintains responsibility.
2. The facilities safety officer shall provide training to these inspectors, including eight hours of initial training and one hour of annual supplementary training covering fire safety issues and completion of required forms.
3. The fire safety inspectors shall document the weekly inspections of their designated locations on forms *CS-0117, Checklist For Weekly Fire/Safety Inspections*, and submit the original to the facilities safety officer by 4:00 p.m. each Wednesday of each week.
4. Upon reviewing the checklists for each week, the facilities safety officer shall immediately investigate any critical

problem conditions and ensure that corrective actions are initiated promptly.

**C. Conducting
monthly fire and
occupational/
safety inspections**

1. The facilities safety officer, maintenance supervisor and the superintendent or his/her designee shall conduct monthly inspections.
2. The facilities safety officer shall provide training to these team members to include four (4) hours of initial training and one (1) hour of annual supplementary training covering fire safety issues and completion of required forms.
3. The facilities safety officer shall prepare a comprehensive monthly report based upon the findings of the inspection team and submit it for the superintendent's review within ten business days after the end of the month.
4. Upon receipt of the monthly report, the facility superintendent or designee shall advise, in writing, to each area supervisor to respond in five (5) working days with a corrective action plan. Life safety code violations shall be corrected immediately.
5. The monthly report shall cover the following inspection items:
 - a) Status Report On Outstanding Deficiencies: Included in this section shall be information about those problem conditions from previous fire safety inspections (weekly, monthly, or annual) that remain uncorrected at the time of this monthly report.
 - b) Review Of Documentation: This section shall include information about forms and reports completed or received during the month, including:
 - ◆ Weekly Inspection Checklists (form CS-0117)
 - ◆ Fire Exit Drill Reports (form CS-0234)
 - ◆ Quarterly alarm and sprinkler inspections
 - ◆ Emergency generator logs
 - ◆ Hazardous chemical inventory
 - c) Equipment Inspection: This section documents the on-site inspection of fire safety equipment including:

- ◆ Fire extinguishers and hood suppression systems
 - ◆ Fire hydrants and sprinkler system components
 - ◆ Emergency power and lighting systems
 - ◆ All exit doors and signs; latches, locks, and closers
 - ◆ Alarm system components
- d) TOSHA: This section documents the onsite inspection of the following:
- ◆ Receiving, shipping, storage of equipment, layout, heights, floor loads, projection of materials, material handling methods
 - ◆ Building conditions- floors, walls, ceilings, exits, stairs, walkways, ramps, platforms, driveways, aisles
 - ◆ Housekeeping- waste disposal, tools, objects, materials, leakage and spillage, methods, schedules, work areas, remote areas, windows, ledges
 - ◆ Electricity- equipment, switches, breakers, fuses, switchboards, junctions, special fixtures, circuits, insulation, extensions, tools, motors, grounding, code compliance, light covers
 - ◆ Lighting- type, intensity, controls, condition, diffusion, location, glare and shadow control, standards applied
 - ◆ Heating and ventilation- type, effectiveness, temperature, and humidity controls
 - ◆ Machines- guarding points of operation, flywheels, gears, shafts, pulleys, key ways, belts, couplings, sprockets, chains, frames, controls, lighting, tools and equipment, brakes, exhausting, feeding, oiling, adjusting, maintenance, grounding, how attached, work space, location
 - ◆ Personnel- training, experience, methods of checking machines for use, methods of cleaning and/or adjusting machinery, clothing used near machines, personal protective equipment, use of guards, tool storage, work practices

- ◆ Hand power tools- purchasing standards, inspection, storage, repair, use and handling
- ◆ Maintenance- regularity, effectiveness, materials and equipment used, method of locking out machinery, general methods
- ◆ Personal protection- shoes, eye protection, ear protection, repair, storage, assignment of responsibility, standards observed, rules posted, head protection if working overhead
- ◆ Prior month deficiencies- compliance with TOSHA regulations, progress made toward compliance

**D. Conducting
annual
inspections**

1. The DCS Facilities and Support Services division shall schedule annual inspections by the state fire marshal's office for each facility.
2. The inspection report, listing conditions of compliance and non-compliance, shall be filed with the superintendent and with the DCS Facilities and Support Services division.
3. The response document shall be prepared by the facilities safety officer in coordination with the DCS Facilities and Support Services division and provided to the state fire marshal's office within forty-five (45) days of receipt of the inspection report.

**E. Conducting
specialized
inspections**

1. Emergency generator testing, if applicable, shall be conducted according to the requirements of NFPA 110.
2. The facility manager/maintenance personnel shall conduct the test a minimum of once every two weeks, for a minimum of 30 minutes under full load conditions per test. There shall also be an annual 1½- hour full load test conducted.
3. A report shall be forwarded to the facilities safety officer by the second and fourth Wednesday of each month, using the Emergency Generator Inspection Report CS 0492.
4. Battery operated emergency lights shall be tested according to the requirements of NFPA 101, Chapter 31-1.3.7 requiring specific periodic testing and documentation of performance standards and by NFPA 101, Chapter 5-9.

5. Fire hydrants must be flushed semi-annually (spring and fall) under the supervision of the facilities manager and/or the facilities safety officer.
6. Fire Hydrants shall be flow tested at least every three years (3) and/or when major maintenance is accomplished on the water grid system. The facilities management division or another qualified agency will conduct flow testing.
7. All contractors who conduct fire alarm systems or sprinkler systems inspections/service shall be currently certified by the Department of Commerce and Insurance, Division of Regulatory Boards.
8. A quarterly inspection of the fire alarm system (by the State of Tennessee Department of Commerce and Insurance, Division of Regulatory Boards current certified contractor), no less than 25% component testing shall be conducted at each site.
9. A record shall be maintained of individual initiating devices and indicating appliance tested each time, so that different devices and appliances are tested in subsequent tests and shall be accomplished in accordance with NFPA 72 1996.
10. Documentation indicating date, time, test results and name of person conducting the test shall be retained in the office of the facilities safety officer. Smoke detectors shall be tested annually.
11. Sprinkler systems shall be inspected and tested (by the State of Tennessee, Department of Commerce and Insurance licensed contractor) at least quarterly in accordance with NFPA standards. Dry pipe valves are required to be trip tested every three years and fire pumps require annual testing.
12. The facility inspection team for both sprinkler system and fire alarm quarterly inspection shall consist of the vendor, the facilities safety officer and the facility manager or superintendent.
13. Portable fire extinguishers shall be inspected monthly. An authorized Fire Extinguishing Service Company shall maintain the portable fire extinguishers annually in accordance with NFPA requirements.
14. All self-contained breathing apparatus shall be inspected, tested and maintained as required in codes.

15. A qualified vendor shall inspect the kitchen hood and fire suppression system at least semi-annually. The hood and ductwork shall be cleaned as needed. Documentation of inspections and cleanings shall be maintained.

F. Role of all facility staff

It shall be the responsibility of each employee of a DCS facility to be constantly aware of fire hazards, such as altered electrical outlets/cords, overloaded electrical circuits, expended fire extinguishers and improper trash storage. It is essential that all employees make fire prevention a basic part of their daily activities by detecting, reporting and correcting fire hazards. All employees shall be attentive to maintaining good housekeeping standards to further the goal of fire prevention.

Forms

CS-0117	Checklist For Weekly Fire/Safety Inspections
CS-0234	Fire Exit Drill Report
CS-0492	Emergency Generator Inspection Report

Collateral Documents

RDA2899, Safety Program Files

Standards

ACA 3-JTS-2A-03
ACA 3-JTS-3B-01
ACA 3-JTS-3B-02
ACA 3-JTS-3B-08
ACA 3-JTS-3B-09
DCS Practice Model Standard – 8-306

Glossary

<i>Term</i>	<i>Definition</i>
<i>Fire Safety Inspector:</i>	An employee(s) designated by the Superintendent to perform weekly fire safety inspections of fire and emergency equipment and procedures.
<i>Facilities Safety Officer:</i>	The DCS facility employee appointed by the Superintendent to manage, direct, and supervise the facility fire and safety program.
<i>National Fire Protection Agency (NFPA):</i>	An international organization charged with creating and maintaining minimum standards and requirements for fire prevention and suppression activities, training, and equipment. This includes everything from building code to the personal protective equipment utilized by firefighters while extinguishing a blaze.
<i>Occupational Safety and Health Administration (OSHA):</i>	OSHA was created by Congress under the Occupation and Health Act signed by President Richard M. Nixon on December 29, 1970. Its mission is to prevent work-related injuries, illnesses, and deaths by issuing and enforcing rules (called standards) for workplace safety and health.
<i>State Fire Marshal:</i>	The official assigned to represent the state government in all matters governing fire control and safety in state operated facilities.